



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report December 9, 2019 Select Board Meeting

1. Agenda

- a. See attached, [12-09-2019](#)

2. Public Hearings

3. Appointments

- a. Budget Deliberations – Select Board – **Vote**
 - i. See attached, [2020 Budget Summary by Function – 191127](#)
 - ii. See attached, [2020 Proposed Budget – 191127](#)
 - 1. The Select Board is asked to review the proposed budget and make any adjustments prior to finalization at the December 16th meeting.
 - iii. See attached, [2020 Proposed Warrant Articles – 191205](#)
 - 1. The Select Board is asked to review the proposed warrant articles and take a vote to place each article on the warrant. The Select Board will vote separately to recommend or not recommend each article.
 - iv. Budget Finalization and Hearing Schedule
 - 1. December 16, 2019: The Select Board will finalize the budget
 - 2. January 6, 2020: First Public Hearing (Bond and Budget)
 - 3. January 20, 2020: Second Public Hearing (Bond and Budget), if necessary
 - 4. February 1, 2020: Deliberative Session
 - 5. March 10, 2020: Voting Day
- b. All linked budget materials are located within the 2020 Budget Binders presented to the Select Board and Advisory Budget Committee. An electronic copy (PDF) of the 2020 Budget Binder can be found at www.barrington.nh.gov/2020budget. Please use the instructions and Table of contents to better understand the organization of the electronic budget binder.

4. Review of Minutes – **Vote**

- a. See attached, [Minutes 12-02-2019](#)

5. Old Business

- a. Electronic Time and Attendance – **Vote**
 - i. At the November 25th Select Board meeting, the Board discussed a proposal to implement electronic time and attendance. The Board asked for additional information and encouraged the pursuit of a discount for the first year.



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AccuFund Electronic Time and Attendance Pricing		
	Software Purchase	Annual Cost
Employee Portal (Up to 150 Employees)	\$ 1,895.00	\$ 473.75
Employee Time Entry	\$ 1,695.00	\$ 423.75
ETE Calendar	\$ 749.00	\$ 187.25
Hosted Accounting Data	\$ -	\$ 4,224.00
Hosted Employee Portal	\$ -	\$ 1,440.00
Implementation (Consulting Time)	\$ 2,075.00	\$ -
Discount (25%)	\$ (1,084.75)	\$ -
Total	\$ 5,329.25	\$ 6,748.75

- ii. The pricing details above show a 25% discount for the software purchase. The implementation cost is based on a conservative estimate of outside consulting necessary; it will not be used if it is not needed.
 - iii. As previously discussed, the annual maintenance cost of the electronic time and attendance module is \$2,524.75.
 1. See attached, [AccuFund Employee Portal – Additional Details](#)
 - iv. The annual cost for hosted financial data is \$4,224.
 1. See attached, [AccuFund Cloud Accounting – Additional Details](#)
 - v. Acquiring the services through ADP would have reduced functionality and was estimated to cost \$12,000-\$18,000 per year.
 - vi. The Technology Committee has been contacted regarding this proposal. Will Lenharth indicated the pricing was reasonable when compared to the cost of manual time-sheet processing. He supported the transition to get information faster, electronically manage it, and protect the data from multiple user entry issues.
 - vii. The Select Board is asked to consider authorizing a transition to hosted accounting data and electronic time and attendance for a one-time cost of \$5,329.25 and an annual cost of \$6,748.75. The one-time cost would be spent from the incident fund and the annual cost would be properly budgeted in Admin Contracts.
- b. Police Department Renovation Review – Discussion
- i. Based on the results of a LEAN review, the Select Board supported a short-term renovation of the existing Police Department space with a commitment to continue planning for a long-term solution. In March of 2019 the Select Board placed a warrant article request of \$50,000 to be added to the \$31,000 available in the Town Building Preservation and Rehabilitation Capital Reserve Account. Upon passage, the Town had \$81,000 available for the Police Department renovation. Upon completion, the project cost was \$73,665; and more than \$8,000 will remain in the capital reserve account.



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- ii. See attached, [2019 Police Renovation Budget Review](#)
- iii. A special thank you to Chief Williams for stepping in as the general contractor upon the sudden departure of the School Facilities Manager. While the project took longer than anticipated, it was accomplished within budget and improved safety, separation, and use of existing space.
- iv. Most 'punch-list' items have been resolved; there is still an outstanding issue with the prisoner toilet which is not currently functional. We will continue to work with the plumber and manufacturer to rectify the issue.

6. New Business

- a. Elected and Appointed Officials with Expiring Terms – Discussion
 - i. See attached, [2020 Expire Terms](#)
 - ii. Also available online at:
https://www.barrington.nh.gov/sites/barringtonnh/files/uploads/terms_exp_2020.pdf
- b. Reverse Involuntary Lot Merger – Map 104, Lot 6 – **Vote**
 - i. Lots which were involuntarily merged by a municipality must be unmerged at the request of the property owner pursuant to RSA 674:39-a.
 - ii. See attached, [Statsky Involuntary Merger](#)
 - iii. Staff have reviewed and confirmed the involuntary lot merger.
 - iv. The RSA states that the Select Board must grant the request.
 - v. The Select Board is asked to consider granting the request to unmerge Map 104, Lot 6 because they were involuntarily merged.

7. General Information

- a. Property Tax Bills Due December 16th
 - i. Property Tax Bills were mailed on November 12th and will be due December 16th. We have received positive feedback regarding the insert and provided additional information to those which have contacted the Town Hall.
- b. Compensation Study
 - i. Municipal Resources Incorporated is finalizing the report and recommendations from the compensation study. The Compensation Study Task Force will meet this week to review the findings and prepare a recommendation for the Select Board.
 - ii. The Select Board will be presented with the findings of the Compensation Study and the recommendation from the Task Force at the December 16th meeting.

8. December Work Anniversaries

- a. Richard Walker Jr. • Fire Chief • 19 Years



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- b. Robert Brown • Highway Department • 12 Years
- c. David Getchell • Custodian • 7 Years
- d. Susan Milioto • Library Desk Clerk • 7 Years
- e. Brian Dodier • Highway Department • 6 Years
- f. Brian Badgley • Fire Department • 6 Years
- g. Christopher Wareing • Fire Department • 1 Year
- h. Jake Roger • Fire Department • 1 Year

9. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)
- b. See attached, [Select Board Goal and Budget Analysis – August 12, 2019](#)

10. Upcoming Meetings/Events

- a. December 16th – Select Board Meeting – Select Board Budget Deliberations
- b. January 6, 2020 – Bond and Budget Public Hearing
- c. January 20, 2029 – Bond and Budget Public Hearing (if needed)